



December 15, 2022

**Ms. Marwen A. Castañeda**  
University Registrar  
VSU, Visca, City of Baybay, Leyte

Dear Ma'am,

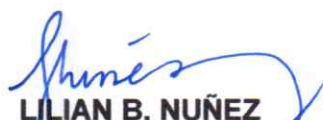
Please be informed that Ms. Merry Jean A. Caparas, a recently hired faculty member of ISRDS, has October 24, 2022 as her first day of service at VSU. Since classes for the first semester of SY 2022-2023 started on September 12, 2022, two ISRDS faculty members handled the courses that were assigned to Ms. Caparas while the latter was not yet around.

May I request that the following courses be transferred to the Teacher's Portal of Ms. Caparas. She has been handling them since her first day of service at VSU but the said courses are still in the Teacher's Portal of other faculty members.

Offering No.	Course No.	Course Title	No. of Students	Class Schedule
DG20	DSOC241	Gender, Work, and Food in Rural Societies	1	8-11 Th
DG26	DSOC221	Sociology of Agriculture	2	1-4 Th
LG15	LAMP221	Sociology of Agriculture	1	
M820	Soci 11	Society and Culture with family Planning	31	4-5:30 TTh

Thank you so much for your kind attention on this matter. Wishing you and your staff a blessed Christmas and a prosperous 2023!

Very truly yours,

  
**LILIAN B. NUÑEZ**  
Director, ISRDS